



## IC MEMORANDUM 09-09

**TO: KEHP Insurance Coordinators**

**FROM: Department of Employee Insurance (DEI)  
Member Services Branch (MSB) and  
Enrollment Information Branch (EIB)**

**RE: GHI Confirmation Emails / Web Enrollment System**

**DATE: April 7, 2009**

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
2<sup>nd</sup> Floor, State Office Building  
501 High Street  
Frankfort, Kentucky 40601

Web Site: <http://kehp.ky.gov>

March 9<sup>th</sup>, 2009, DEI distributed "IC Memorandum 09-07" regarding the elimination of GHI confirmation emails. Since the distribution of that memorandum, DEI has been working diligently to find a different way to furnish the information previously provided in the GHI confirmation emails.

On Monday, April 6<sup>th</sup>, a process was implemented which will allow you to retrieve all data necessary to verify plan changes relating to individuals enrolled in KEHP through your agency; review "pending record notifications"; and obtain EmpID's for new employees whose "shells" were created the previous business day.

Following is the process for you to use to obtain this information:

1. Log in to the Web Enrollment System.
2. Go to IC Functions.
3. Click on "View GHI Emails by Company"
4. Choose the Action Month.
5. If you are the IC for multiple companies, choose a company.
6. Click on the "List EMail" button.
7. The list of email notices is displayed. The list can be sorted using the blue headers at the top of each column.

**NOTE: When an email is for a cross-reference member, it will always be displayed under the planholder's name. If you see an unfamiliar name listed in your company's emails, please scroll to the right to check if the member is cross-referenced.**

Please feel free to contact the Member Services Branch at 888-581-8834 or the Enrollment Information Branch at 502-564-1205 with any questions or concerns.

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